



## Minutes of Meeting 8<sup>th</sup> January 2009

### 1 Welcome & Apologies

#### 1.1 Apologies

Cathy Williams, Pam Mansfield, John Shaw (councillor) and Doris Jones (councillor)

#### 1.2 Present

Rebecca Kennelly (chair), Sarah Whittaker (minutes), Chris Hall, Cathy Williams, Helen Camper, Malcolm MacInnes, Gordon Haywood

### 2 Minutes of Last Meeting

No accuracy issues were raised.

### 3 Actions from Last Meeting

- Pam will look at court action for recovering money from the Salsa Group **Action: Pam.**
- PAT certificate had been put up plus the amp has been tested and will go in the COSHH cupboard. Ted will provide the certificate and a £25 invoice is to follow.
- Lease has still to be progressed. **Action: Rebecca.**
- St Michaels' Church are happy to put up posters for us, posters can be put through the door at the church offices with a note on them.
- We are still waiting for Simon to update the committee email address. **Action: Helen and Gordon** to email everyone their contact details in the meantime.
- Arrangements have been completed with the Disability Forum. Cathy has agreed a booking form with special conditions of hire. An email was sent out about helping at the pantomime and people will email committee if they can volunteer. A lead volunteer will be nominated in due course.
- Actions for events were completed.

### 4 Councillor's Report

Nothing has been reported.

### 5 Treasurer's Report

As sent by Cathy before the meeting:

The balance in the account at 30.12.08	£7633.51
Deposits since	£ 90.00
Estimated balance at 07.01.09	<u>£7,723.51</u>

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Cheques drawn /ready to sign, approx £ 343.00

Further payments will be due for the exterior maintenance work when we get the invoices

There is probably a small additional bill due from Gary for the electricity call-out. He can be highly recommended!

I think we are due a donation for attending the Charity Fayre.

No news on the Salsa debt

\* The Christmas party went a bit over the £200 budget, but we had £200 in hand not used for the Halloween Disco.

Sarah still needs to claim Christmas Party expenses.

### 6 Hall Report

Cathy sent the following report before the meeting:

There are further events booked during the year Feb/ March - 4

- 1 News on the licence – We have put the legal notice in the local paper to add Sundays
- 2 No news re the lease renewal
- 3 Hall redecorating date 28<sup>th</sup> November. All went well. No time yet to hire a carpet cleaner or tile a cooker splash-back. **A. decision please on top-coating doors.**
- 4 Sarah and I took down the curtains to wash. Fire retardant renewal this week
- 5 Any news on taking the chairs to Theale for repair?  
[www.stripeybasket.co.uk](http://www.stripeybasket.co.uk)
- 6 The Council is setting up Friends of Loddon Parks, so we are checking whether there any benefits to Victory and King George V
- 7 The power shortage took a month to get fixed – but at least that area is OK now!
- 8 We need the next Blurb insert to be 2-sided - Brookvale in Bloom and Welcome to Brookvale - and in colour!

Proposed future events – plans are well advanced

- February 3Cs, professional talk on Old Brookvale, all welcome, and BCA Book Fair (donations welcome)
- June/ July – Brookvale in Bloom. Tray Gardens – Youth Club project?

Rebecca added that the deadline for consultation on the licence was the end of the month and that it was in the paper today.

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Rebecca has discussed the lease timeframes with Sandy at BDBC. We will look at in the lease in the next quarter with comments to BDBC in the next 6 months.

Hall decoration top coat still needed. Agreed to request a second works day. **Action Rebecca to request.** We should stick signs back up in the meantime. **Action: Chris** to talk to Cathy about if there are proper signs.

**Action Cathy** to circulate her Blurb content for committee approval, this is to include any text on an insert as well as content for the actual Blurb.

Chairs –Civil service want lots of chairs don't mind which type. Playgroup prefer more plastic chairs. The cane chairs are preferred for comfort at events. Chris would like some chairs with arms for the committee room table. It was agreed that we won't mend old chairs, we will just get rid of broken ones. This is cost effective and will achieve a good balance of types of chairs. **Action: Rebecca** to look out for free plastic chairs and chairs with arms.

### 7 Secretary Report

**Action Malc** to supply Sarah with 3 Blurbs for notice boards.

### 8 Lottery Report

Nothing to report this time.

Noted that there was a 3Cs coffee morning in January, when there wasn't one normally due to a mix up in the Blurb. It was well attended.

**Action: Sarah** to update the list of events on the website and email this to Malc for use for the Blurb.

### 9 Health and Safety/Vulnerable Person's Officer Report

Chris noted the following issues in his last inspection:

- Light o/s disabled toilet has blown.
- Fire notices need re-siting after redecorating (Action Chris as noted above).
- Graffiti on back door needs attending to.
- Piece of guttering and gutter end needed for south wall.
- No fire alarm (ongoing issue)
- 2 eye pads, 1 triangular bandage needed (**Action: Cathy** from supplies ???)
- Emergency contact list created.
- Cupboard under sink needs cleaning (maintenance day?).

Sarah will sort out the filing cabinets on the next maintenance day.

Paula (South Ham community warden) is organising a meeting about crime against disabled people, which often goes unreported. The meeting will be 16/02 at the Civic Offices, time and date to be confirmed. Let Chris know if you are interested in attending.

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Rebecca recommended Chris contact John Halfacre (Police contact for community issues). **Action: Rebecca** to send Chris his contact details.

### 10 Development Sub Committee Report

- 6 priorities for Brookvale went to councillors.
- Cathy is liaising with Nicky Linihan (Head of Planning BDBC) regarding meeting re electricity. We also want to know about use of Section 106 money.
- Ted has tasked ward reps to progress electric fiasco.
- Trying to get Simon Byrne to register King George V as a town Green and Malc Victory park as a village green and looking for someone in church square for Glebe gardens.
- SHLAA Strategic Housing Land Availability Assessment identified 38/ new sites. Need a new volunteer to check them.
- 24<sup>th</sup> March next meeting

### 11 Blurb

1200 copies produced this time. Schools (Kings Furlong & Kings) given Blurbs and posters for Christmas party and Snow Queen. We could do with better liaison with those schools especially as Christmas party turnout was not overwhelming.

Next deadline for content is 15/02/09.

### 12 Events

Snow Queen – the risk assessment has been done. Staffing is agreed and detailed on the risk assessment. **Action: Malc** to email round. All tickets sold and more than last year. Malcolm could still use any additional helpers to steward. Malcolm will be opening the hall at 10.

Helen's number is 07794 979712.

Next year's pantomime is the Princess and the Pea, booked for Sunday 24<sup>th</sup> Jan 2010 2pm. Same price as this time, £175. Malcolm has the invoice for the Treasurer.

The Lost Toy for ages 5 and under (possibly cheaper than beauty and the beast) is available. All agreed a good idea. **Action: Malcolm** will book a date, possibly late Sunday in June.

**Action: Sarah** will book Christmas party and Halloween Disco dates and entertainers. We don't have people with school age children to help/advertise and this is an issue. **Action: Malcolm** to put an article in the June Blurb.

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### 13 Any Other Business

- Chris would like dropped kerbs by both footpaths. Rebecca thinks we will struggle to get a grant. **Action: Chris** to contact our elected representatives.
- Chris would like a sound system for the main hall. **Action: Rebecca** to look for grant funding if another hall gets it (as another hall has put a bid in).
- Chris asked if there could be grant funding for a security gate. Rebecca will keep her eye out for capital grants but these are few and far between.
- Ted is keeping the Santa outfit so we know it is safe.

### 14 Dates of Next Meetings

Committee meeting: Thursday 12<sup>th</sup> February, Thursday 12<sup>th</sup> March 7.30pm Brookvale Village Hall.